

PU/2021/02

CIRCULAR

January 30,2021

Sub: URGENT - Payment of Fees & Submission of Original

Documents / Certificates

Dear Student,

Warm Greetings from Presidency University!

With reference to the subject cited, this is to bring to your notice that the payment of fee for the First Semester (2020-21) is still not paid in full. Please be informed that the First semester fee is already over due in your account and you're requested to pay the fee immediately on the receipt of this letter. Please note that the payment can be made either through ERP / walk into the University Cash Counter on or before 6th February 2021.

It is also observed that till date some of the students are yet to submit the Original Documents/Certificates in the office of the Registrar. Please be informed that submission of Original Documents/Certificates (For verification purpose) is mandatory. However, if the First Semester fee is paid and receipt/acknowledgement is not issued, we request you to kindly furnish the transaction details / UTR No. for fee remittances.

If the Original Documents/Certificates have already been submitted, please ignore this reminder.

Please feel free to contact 080-23093500 for any clarification regarding the

above subject.

Deputy Registrar